

APPEAL



THE BOARD OF ZONING APPEALS IS AUTHORIZED BY THE MUNICIPAL CODE TO HEAR AND DECIDE APPEALS FROM ANY ORDER, REQUIREMENT, DECISION OR DETERMINATION MADE BY AN ADMINISTRATIVE OFFICER IN THE ADMINISTRATION OR ENFORCEMENT OF THE CITY'S ZONING CODE OR OF ANY ORDINANCE ADOPTED PURSUANT THERETO.

- A. THE APPLICANT obtains a City tax assessor's map or a survey prepared by a licensed engineer or land surveyor showing the exact boundaries of the property.
- B. THE APPLICANT takes the map and a legal description of the property to the Department of Community Development, Room 207, Municipal Building.
- C. THE APPLICANT discusses the proposed appeal with a department representative and receives an appeal application with information for its completion.
- D. THE APPLICANT files the complete application with the Department of Community Development, accompanied by an application fee (\$200.00).
- E. THE DEPARTMENT checks the application and accompanying maps and material for accuracy and completeness, requests the other City departments which may be affected by the appeal request to submit their recommendations, and examines the property.
- F. THE DEPARTMENT sets the case for a public hearing before the Board of Zoning Appeals, publishes legal notices of the public hearing in the local newspaper.
- G. THE DEPARTMENT, prior to the public hearing, analyses the appeal application and prepares a written staff report for the Board of Zoning Appeals. The report is made available to the applicant and the public prior to the hearing date.
- H. THE BOARD OF ZONING APPEALS holds a public hearing which the applicant and those interested in the requested appeal should attend. Those attending may present testimony and evidence for and against the proposed variance.
- I. THE BOARD OF ZONING APPEALS reviews the request and makes a decision based on the staff report, neighborhood consideration, the results of the public hearing, and the Municipal Code requirements for granting an appeal

THE DECISION OF THE BOARD OF ZONING APPEALS IS FINAL UNLESS APPEALED TO THE CIRCUIT COURT WITHIN 30 DAYS OF THE BOARD'S DECISION.

CITY OF DANVILLE

APPEAL APPLICATION

MAKE CHECKS PAYABLE FOR \$200 TO THE CITY OF DANVILLE

IMPORTANT – PLEASE READ

Appeal application must be filed within thirty (30) days after the action being appealed.

No application for an appeal will be accepted for a Board of Zoning Appeals agenda unless the following conditions are met by the twentieth (20th) day of the month prior to a Board meeting which is held on the third Thursday of each month:

- a. All questions on this application have been fully answered.
- b. The application has been signed by the property owner or his/her agent, and property owner.
- c. A plot plan drawn to scale, showing the actual dimensions and shape of the lot, the exact size and location on the lot of all buildings and signs existing and proposed, and the location of all required parking spaces has been submitted (if applicable).

DATE FILED: _____

BZA DATE: _____

APPLICATION NO. _____

RECEIVED BY: _____

LOCATION: _____

TAX MAP NUMBER: _____

ZONING DISTRICT: _____

1. I (we) have applied for an appeal because of/on the following interpretation/determination:

2. Date of interpretation/determination that is the subject of this appeal (attach copy of referenced letter or other dated material).

3. The administrative official based this interpretation/determination on the following ruling:

4. I (we) feel that the administrative official was incorrect in their ruling based on the following:

Any additional information, documents or pictures should be submitted with the application to assist in the application process.

Please print and sign

Applicant

Address

Phone

Email

Signature and Date

Property Owner (if owner is not applicant)

Address

Phone

Email

Signature and Date